



**500.30 Tow / Wreckers, Towing Records, and
Impoundment Procedures**

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POLICY

Hendry County Sheriff Office will utilize a rotation call system when for removal and/or tow of motor vehicles which are apparently abandoned or involved in a crash or which constitute an obstruction to traffic because of mechanical failure; and to enforce specific regulations as to the utilization of tow cars/wreckers that are so requested. The Sheriff, or designee, shall audit and inspect the call rotation system not less than once a year.

This Policy does not apply to towing Hendry County Sheriff Office vehicles, vehicles impounded as evidence, or to seized vehicles.

PROCEDURE

A. Rotation System

1. The HCSO shall utilize a call rotation system when requiring the use of any tow/wrecker service.
2. In the event the owner of a vehicle to be towed has no preference relative to the tow/wrecker service to be used, the HCSO telecommunications Operator shall rotate dispatches for these services among the established list of HCSO call rotation system approved tow/wrecker service on a call-by-call system.

B. Application for Eligibility for Rotation

1. The completion of Application for Inclusion on the Wrecker Rotation List 500.30-1.
2. Upon each request for certification and authorization to participate in the HCSO rotation system for wrecker service, the Sheriff, or his designees shall initiate an investigation to determine if each requestor meets the requirements set forth in this policy. The investigation shall be concluded in a reasonable amount of time and also assess if any new wreckers are needed in a particular district.
3. If the Sheriff, or his designee determine that a requestor fails to meet the eligibility requirements, or that the rejection of a requestor is in the interest of the public health, safety and welfare, such determination shall be just cause for the rejection of the request. In the event of such rejection, a requestor shall be informed of the reason(s) for said rejection.

C. Specifications and Required Equipment for All Classes of Wreckers:

1. A Cradle, tow plate or tow sling to pick up vehicles. The cradle, tow plate or tow sling shall be equipped with safety chains and constructed in such a manner that it will not damage the vehicle to be towed.
 2. Dual rear wheels.
 3. Clearance and marker lights and all other equipment as required by Chapter 316, Florida Statutes.
 4. A rotor beam or strobe-type light, amber in color, mounted on the wrecker in such a manner that it can be seen from the front, rear, and both sides.
 5. The name, address and telephone number of the wrecker operator for the zone in which the operator is qualified must be painted or permanently affixed in a conspicuous place on both sides of the trucks as required by Florida Statutes 713.78(6). A unit number shall be painted or affixed on both sides of the cab of each wrecker. The same unit number on two or more wreckers qualified to tow within a zone is prohibited. Multiple addresses and telephone numbers are prohibited.
 - a. The name must be in letters at least three (3) inches in height.
 - b. The zone address and telephone number must be at least one (1) inch in height.
 - c. The unit number must be at least three (3) inches in height and in contrasting color.
 - d. Magnetic or removable signs or placards will not meet these requirements.
 6. At least one heavy duty push broom with a minimum width of twenty-four (24) inches.
 7. Two floodlights on hoist or mounted on rear portion of truck bed
 8. One square shovel.
 9. One ax.
 10. One crowbar or prybar with a minimum length of thirty (30) inches.
 11. Minimum of one (1) five pound CO2 or dry chemical fire extinguisher or equivalent. Must be approved type and have a current inspection tag attached.
 12. One pair of bolt cutters with a minimum opening of ½ inch.
 13. One set of jumper cables.
 14. One four-way lug wrench.
 15. One operating flashlight.
 16. Five thirty minute flares.
 17. One snatch block for each winch with manufacturer's rating to match winch.
 18. Extra towing chain six to eight feet in length with hooks.
 19. At least three (3) safety cones or triangle reflectors.
 20. Fifty pounds of sand or equivalent.
- D. Minimum Requirements of Wreckers
1. Roll-back or slide back carrier: A vehicle transporter, including trailer designed to carry passenger cars, light trucks, small trailer, burned vehicles, sports cars, boats and other cargo without causing further damage. It shall consist of a flat bed-type body which hydraulically slides back on the frame until it reaches ground level to facilitate loading by use of a winch which is used to pull or slide the vehicle on the transporter. Minimum requirements include:
 - a. A truck chassis with a manufacturer's rated capacity of at least 10,000 pounds gross vehicle weight with a minimum 16 foot bed, dual wheels,

- and a winch with at least 8,000 pound capacity and 50 feet of 3/8 inch cable.
 - b. A minimum of 2 safety tie-down chains at least 10 feet in length.
 - c. 2 spot (flood) lights mounted on the rear of the carrier.
 - d. Items listed in Specifications and Required Equipment for all classes of wreckers.
 - e. If towing a combination of vehicles, comply with Florida Statutes 316.222.
2. Class "A" Wrecker (Minimum requirements for eligibility to be put on rotation list):
- a. A Truck chassis with a manufacturer's rated capacity of at least 10,000 pounds gross vehicle weight.
 - b. A complete, commercially manufactured boom and winch(es) having a manufacturer's combined rating of at least 4 tons, must be mounted on the chassis. (No hand crank winches).
 - c. A minimum of 100 feet of 3/8 inch cable.
 - d. Dollies.
 - e. Flood lights on the hoist or mounted on rear portion of truck bed
 - f. A wheel lift which shall be rated at a minimum of 3,500 pounds lift capacity and must utilize wheel safety straps when lifting vehicles by the wheels only.
 - g. Comply with Florida Statutes 316.222.
3. Class "B" Wrecker:
- a. A truck chassis with a manufacturer's rated capacity of at least 20,000 pounds gross vehicle weight.
 - b. A complete twin-winch, commercially manufactured boom and winches having a manufacturer's combined rating of at least 10 ton capacity mounted on the chassis.
 - c. A minimum of 100 feet of at least 1/2 inch cable on each drum.
 - d. 1 set of scotch blocks for wheels or hydraulic rear-extendable scotch blocks.
 - e. Flood lights on the hoist or mounted on rear portion of truck bed
 - f. Dual wheels
 - g. A wheel or axle lift.
 - h. At least 1 heavy duty "J" hook.
 - i. Comply with Florida Statutes 316.222.
4. Class "C" Wrecker:
- a. A truck chassis with a manufacturer's rated capacity of at least 30,000 pounds gross vehicle weight and 50,000 pounds gross vehicle weight for tandem axle trucks.
 - b. A complete twin-winch, commercially manufactured boom and winches having a manufacturer's combined rating of at least 25 ton capacity mounted on the chassis.
 - c. A minimum of 200 feet of at least 5/8 inch cable each drum.
 - d. Air brakes so constructed as to lock the rear wheels automatically upon failure.
 - e. One set of scotch blocks for wheels or hydraulic rear-extendable scotch blocks.

- f. Flood lights on the hoist or mounted on rear portion of the truck bed.
- g. Tandem axles.
- h. A wheel or axle lift.
- i. At least one heavy duty “J” hook.
- j. Comply with Florida Statutes 316.222.

E. Operating Requirements For Wrecker Companies:

1. Each wrecker company, applying after implementation of this policy, shall be operating as a towing service in Hendry County for not less than one year prior to requesting to be put on rotation.
2. The business and storage lot must be reasonably accessible to the public.
3. The storage lot must have adequate storage space for approximately 30 vehicles. If space is not adequate, a second storage space can be utilized if it is in the immediate area of the business itself.
4. No vehicles towed by the rotation list will be parked outside the fenced-in compound of the business or on the right-of-way.
5. Each wrecker company shall comply with all zoning and building code requirements, occupational and wrecker licenses, and other licenses required by Hendry County.
6. Each wrecker company owner shall produce a copy of the wrecker service insurance certification. (See Insurance Requirements.)
7. Each wrecker must have the name of the business (at least three inch permanently affixed letters) and the address and telephone number (at least 1 inch permanently affixed letters) clearly printed on driver and passenger doors. Exceptions could be with address and phone number on the side of the bed of car carriers.
8. All vehicles that are towed to the towing business on rotation shall be stored in a fenced-in compound, with at least a 6 foot fence and a gate that is to be locked after hours.
9. The yard where the vehicles are stored is to be illuminated with lighting of sufficient intensity to reveal persons and vehicles at a distance of at least 150 feet during nighttime.
10. The business must have a sign that identifies it to the public as a wrecker establishment. The sign must be painted with letters of at least four inches in height and placed so that it is clearly visible to the public.
11. The place of business must maintain office space which can be separated from the yard where the vehicles are stored, provided it is in the immediate area.
12. The place of business must maintain a phone number at all times so HCSO can call and talk to someone with the business. (See Communications Requirements)
13. It is prohibited for two or more wrecker operations owned in whole or in part by the same individual, partnership or parent corporation to be qualified to operate in the same zone.
14. For a period of at least one year from date of the tow or services to a vehicle, the wrecker company shall retain a record of the tow, tow sheet, etc.
15. Each wrecker company shall follow Florida Statutes 713.78(7)(b), involving reasonable care to prevent the theft of the vehicle or vessel or of any personal property contained in such vehicle stored in the wrecker operator’s storage facility. The wrecker company uses one or more of the following security methods to discourage theft of vehicle, vessels, or personal property contained in such vehicles or vessels stored in the wrecker company’s storage facility:

- a. A night dispatcher or watchman remains on duty at the storage facility from sunset to sunrise.
 - b. A security dog remains at the storage facility from sunset to sunrise.
 - c. Security cameras or other similar surveillance devices monitor the storage facility, or
 - d. A security guard service examines the storage facility at least once each hour from sunset to sunrise.
 16. Personal property left in any vehicle shall be released to the registered owner during normal office hours. This shall include the license plate. There will be no obligation to the vehicle owner other than signing a receipt for the personal property.
 17. The storage facility must be owned or leased solely by the wrecker company and the company and storage yard must have a physical address within Hendry County.
 18. Wrecker companies may request to be temporarily taken off the rotation list.
 19. If a wrecker company currently participating on the rotation list transfers ownership to another wrecker owner, they must notify the Sheriff or Designee prior to approval for continuing on the rotation list.
 20. Wrecker companies shall accept payment to release vehicles/vessels in the form of cash, bank debit card, and major credit cards, both on-scene and company office/yard.
 21. Wrecker companies shall be available to release towed vehicles to owners during regular business hours to include weekends whether open or closed.
- F. Vehicles that have been Green Tagged for Removal:
1. The district where the vehicle to be towed is located will request the next rotation wrecker through HCSO Telecommunications for removal of the vehicle in accordance with the provisions of Florida Statutes 316.194(3)(b).
 2. The wrecker company will be responsible for obtaining a copy of the green tag documentation form prior to picking up the tow. This can be faxed, emailed, or picked up.
 3. If the tow truck operator notices a discrepancy in the inventory indicated by the Deputy signing the green tag form, he/she will call the substation involved and speak to the Deputy that signed the green tag form or to his/her supervisor.
 4. The wrecker company that is next on rotation receives the call for the green tag tow. That wrecker company is not removed from their position on the rotation list and put at the bottom of the list, unless the wrecker company refuses the tow.
 5. It shall be the wrecker company's responsibility to call HCSO Telecommunications within 30 minutes of the tow to provide the appropriate vehicle information.
 6. Owners and possible lien holders will be notified just as in a vehicle that is towed which is abandoned with no driver or owner present.
- G. Fees, Charges, and Storage Rates:
1. There is no fee for application for inclusion on for the HCSO rotation list.
 2. There is no fee for inspection of a particular wrecker to be used on rotation. Wrecker that is going to be used on the rotation list will be inspected once a year for each wrecker.
 3. There is no fee for checking a wrecker driver's drivers license status for being valid.

4. The maximum rates and maximum storage charges that a wrecker company can charge a person is the standard rates as set by Florida Highway Patrol. No storage rates can be charged unless the vehicle has been stored at a storage facility for more than six hours.
5. When a wrecker responds to a rotation call and the removal of the vehicle is not required, the wrecker operator may charge a reasonable fee for services rendered, which shall include but not limited to changing a flat tire, providing gas, starting a vehicle, use of jumper cables, or unlocking a vehicle, not to exceed \$35.00, plus a mileage fee of \$1.50 per mile after ten miles. The wrecker company will not be put at the bottom of the list for this type of call. The wrecker company will remain at the top of the rotation list.
6. When a wrecker is requested with a class specifically mentioned and the wrecker company only has a Class "B" to be used, the Class "A" rates will be used.
7. If a dispute arises over a claim or bill of any nature relative to towing services, or any other related costs or services, the tow/wrecker service and the vehicle owner must seek relief through channels other than the HCSO. The HCSO will not settle any such claims or disagreements.
8. Wrecker companies shall accept payment to release vehicles/vessels in the form of cash, bank debit card and major credit cards.
9. Wrecker companies shall be permitted to collect regular late hour gate fees for weekends and off hours. Off hours will be considered Monday through Friday from 1800-0800 and Saturday and Sunday.
10. In cases where the wrecker is cancelled, at no fault of the Wrecker Company/Driver, the wrecker company will be placed back on top of the rotation list.

H. Insurance Requirements:

1. Each policy shall be in the name of the wrecker company and shall include coverage for towing and storage. The policy shall be effective throughout the period that the wrecker company is qualified to be on the HCSO rotation.
2. Each wrecker company is responsible for keeping the HCSO up-to-date on any changes in their policy and expiration dates of their policies. No policy will be allowed to expire.
3. Minimum requirements for insurance:
 - a. Worker's compensation and employer's liability insurance as required by statute.
 - b. Garage liability insurance in an amount of not less than \$300,000.00 combined single limit liability.
 - c. Garage keeper's legal liability insurance in an amount of not less than \$50,000.00 for each loss, covering perils of fire and explosion, theft of a vehicle, its parts or contents, riot or civil commotion, vandalism, malicious mischief, and damage to a vehicle in tow.
 - d. The following minimum levels of combined bodily injury liability insurance and property damage liability insurance required by Florida Statutes 627.7415, in addition to any other insurance requirements as required by this section of the policy.
 1. \$50,000.00 per occurrence for a wrecker with a gross vehicle weight of less than 35,000 pounds.
 2. \$100,000.00 per occurrence for a wrecker with a gross vehicle weight of 35,000 pounds or more, but than 44,000 pounds.

3. \$300,000.00 per occurrence for a wrecker with a gross vehicle weight of 44,000 pounds or more.
 - e. All insurance policies required above shall be issued by companies authorized to do business in the State of Florida.
 - f. The wrecker company/owner shall furnish certificates of insurance prior to approval for participation on the rotation list and thereafter 30 days prior to the expiration dates of the policies. The certificates shall clearly indicate that the wrecker company has obtained insurance of the type, amount and classifications required for compliance with this policy and that no material change or cancellation of the insurance shall be effective without 30 days prior written notice to HCSO.
 - g. Violation of any provision of these rules by a wrecker company/owner shall be grounds for denial of inclusion on or removal or suspension from the rotation list.
- I. Communications and Response Time:
1. Each wrecker company shall have a working phone to their company or employee, or an answering service at all times. (No pagers or answering machines.)
 2. If an answering service is used, the wrecker company operator has ONLY five minutes to call the HCSO or will lose the rotation call and also be subject to a warning, depending upon the circumstances. Twenty-five minutes is allotted to arrive at the scene, unless circumstances show it cannot be done in that amount of time.
 3. If a wrecker company has their wrecker out of service or no driver available, they are to call HCSO Telecommunications and advise them of this and how long this will be in effect so they will not receive any calls. When the wrecker company is available for service, they will contact HCSO Telecommunications, who will place them at the bottom of the list.
 4. Whenever a wrecker company is called by HCSO Telecommunications, the wrecker company will not take more than 25 minutes to respond to the scene. If the wrecker company is unable to do so, the next wrecker company of rotation will be called. A written log will be maintained by Telecommunications on wrecker companies who fail to comply with the 25 minute response time requirement. (It is noted that a wrecker may not be able to respond to some sections of Hendry County within 25 minutes. Deputies at the scene should take this into consideration.)
 5. Class "C" wreckers should be allotted extra time to respond to the scene, due to several circumstances involving location, air brakes, and wreckers not being taken home for immediate use.
- J. Wrecker Driver Requirements:
1. Each wrecker company on the rotation list will have someone certified as a wrecker operator through the Towing, Recovery Association of America, or other recognized certification.
 - a. The certified wrecker operator will be currently employed by the wrecker company and will be responsible for all other drivers within the wrecker company knowing how to operate the type of wrecker they will be using.
 - b. Within six months of this policy taking effect, all wrecker companies will be required to have someone certified.

- c. All wrecker companies applying for inclusion on the rotation list, after date of this policy taking effect, will be required to have an operator certified at the time they are deemed eligible for the rotation list.
 2. Each driver shall have a valid Florida Drivers License and the proper type of license for the type of wrecker he/she will be operating.
 3. Each driver will be checked by his/her company through FDLE for any criminal history involving a felony conviction.
 4. Each driver will also be checked by HCSO for a valid drivers license before he operates a wrecker on the rotation list and will be checked annually thereafter during company inspection.
 5. No wrecker driver shall operate any wrecker while his/her driver's license is under suspension, revoked or expired.
 6. Flashing amber lights shall be used at the scene. Flashing amber lights shall only be used while towing from the scene or to the scene by authorization of a law enforcement officer as required by Florida Statutes 316.2397.
 7. No wrecker shall be driven unless the driver is satisfied that the vehicle is in good working order.
 8. A rotation wrecker driver shall not use abusive language, or be discourteous to any person utilizing the wrecker service.
 9. A wrecker driver, when using a combination of vehicles, shall have some sort of stop lamps on the rear most vehicle, as required by Florida Statutes 316.222 and 316.234.
 10. Each wrecker driver responding to a scene by request of the HCSO will have some method of communication with them at all times.
 11. All wrecker drivers shall be familiar and comply with the Florida Regulatory Traffic Laws.
 12. Wrecker operators shall sweep glass from the roadway and remove all debris or hazards from the motor vehicle crash scene, in accordance with Florida Statutes 316.2044.
 13. Wrecker operators shall conduct themselves in a professional manner on scene while providing services for HCSO
 14. Wrecker operators, company employees, owners, etc. will not call HCSO Telecommunications to ascertain what position they hold on the list or any other matter concerning wreckers, unless it is in regards to a call that they are or have responded to.
- K. Rotation System:
1. One rotation list will be for normal calls for wrecker service which would be a roll-back, Class "A" or Class "B".
 2. The other rotation list is for heavy duty trucks, vehicles in canals, etc., which will be Class "C". The Deputy at the scene will decide what type of wrecker is needed.
 3. If a rotation wrecker company fails to answer their phone or is unable to get to the scene in the proper amount of time, they will be placed at the bottom of the rotation list. If this problem continues to occur, they can be suspended for a certain amount of time or totally removed from the rotation list. (Also see paragraph I-5.)
- L. Reasons For Being Suspended or Removed From Rotation List:
1. Violations of any of the Florida Statutes pertaining to the operation of the wrecker, company or one of their drivers used on rotation.

2. Violation of any part of the HCSO policy pertaining to the wrecker rotation list.
 3. Violation of Future Hendry County Ordinances, pertaining to wrecker services, penalties and enforcement. (Any future ordinance adopted and enacted will be provided to wrecker companies participating on the HCSO Wrecker Rotation.)
- M. Authority to Suspend or Remove From the Rotation List:
1. The Sheriff, or designee, shall have the authority to suspend from the rotation list.
 2. The Sheriff, or designee, shall have the authority to remove a wrecker company from the rotation list.
- N. Procedure For Written Warning, Suspension or Removal:
1. Written Warning:
 - a. A written warning can be issued by any Deputy Sheriff or the HCSO Communications Center Supervisor for any of the Violations of this policy.
 - b. The written warning will be reviewed by the designee in charge of wrecker rotation.
 - c. The written warning will be done by certified mail return receipt requested or in person.
 - d. There is no appeal for a written warning.
 - e. More than two written warnings within a period of one year from the first warning is subject to possible suspension.
 2. Suspension:
 - a. A suspension can be issued by the Sheriff or designee(s) for any violation of this policy.
 - b. The suspension will be reviewed by the Sheriff's designee, and legal counsel.
 - c. The suspension can be issued through certified mail return receipt requested or in person.
 - d. If the wrecker company wishes to appeal the suspension, they may do so, according to paragraph O which deals with appeals.
 - e. The time that a wrecker company is suspended will depend upon the seriousness of the violation.
 3. Removal:
 - a. Removal from wrecker rotation is recommended by the Sheriff's designee in charge of wrecker rotation, and then reviewed by legal counsel.
 - b. If the wrecker company wishes to appeal the removal they may do so, according to paragraph P which deals with appeals.
 - c. The removal from the wrecker company will be done by certified mail with return receipt requested or in person.
- O. Procedure For Appeals:
1. Written Warnings – There will not be an appeal of written warnings. The warnings will be placed in the permanent file for the wrecker company. These will be held for a period of three years.
 2. Suspensions – A suspension for any amount of time can be appealed.
 - a. The appeal must be requested within three working days of notice of the suspension.
 - b. The appeal shall state the reason(s) for the appeal.

- c. At least three working days advance notice will be given to those that are suspended before the suspension takes place. If no appeal is requested, the suspension takes effect.
 - d. The request for appeal will be in writing and can be faxed, hand delivered or emailed to the HCSO liaison officer in charge of the wrecker rotation.
 - e. The appeal will be reviewed again by the liaison officer in charge of the wrecker rotation and the affected District Commander.
 - f. If the appeal cannot be resolved, it will then be reviewed by three rotation wrecker companies that are currently not under suspension. The wrecker companies/owners will submit their findings in writing within 5 working days. If their findings differ with the original suspension and the wrecker companies' designee and the affected District Commander still do not agree, the suspension will be sustained. The suspension will take effect three days after these findings.
 - g. After appeals have been taken and not resolved, a wrecker company may appeal to the Sheriff.
- 3. Removal From the Rotation List – Same as for suspensions.
- P. Policy Changes and Additions:
 - 1. When a need arises for a change or an addition to an existing policy and it is approved by the liaison in charge of the wrecker service, and legal counsel, it will be faxed, emailed, or delivered in person to the wrecker company with the effective date on it.
- Q. Records and Inventory of Vehicles:
 - 1. All wrecker companies on the rotation list shall keep records of the vehicles towed, including the date of tow, the wrecker driver's name, location towed from, and full description of vehicle. These records shall be kept for a period of not less than one year.
 - 2. Any law enforcement agency requesting that a motor vehicle be removed from a traffic crash scene, street or highway must conduct an inventory and prepare a written record of all personal property found in the vehicle before the vehicle is removed by a wrecker operator. If the owner or driver of the motor vehicle is present and accompanies the vehicle, no inventory is required (Florida Statutes 713.78(7)). The inventory should be on the tow sheet given to the wrecker operator.
 - 3. The tow/wrecker driver/operator, upon request, shall provide the Deputy at the scene of the towing with a copy of the towing bill that shall contain the following information:
 - a. Name and address of vehicle owner.
 - b. Year, make and model of vehicle.
 - c. Tag number.
 - d. Itemization of charges and totals.
 - e. Date, time and location of towing call.
 - f. Deputy's name and badge ID# ordering the towing call.
 - 4. Documenting towed vehicles:
 - a. Upon request to Telecommunications for wrecker service by a Deputy, Telecommunications shall document the tow in the HCSO tow log record.
 - b. The reporting/responding Deputy shall complete the HCSO Vehicle towed form for each towed vehicle, and provide a copy to the tow truck operator

at the scene. The original vehicle towed form shall be scanned into Case Management. The Towed Vehicle Information and Auto Theft Affidavit shall include the following:

1. Date
2. Time
3. Case number
4. Owner's name
5. Notification (or attempt) to owner
6. Driver information, if different from owner
7. Vehicle description, including VIN
8. Location towed from
9. Location towed to
10. Towing company
11. Reason for removal or tow
12. Placement or removal or holds
13. Any damage to vehicle
14. Inventory Contents
15. Signature and I.D. # of deputy
16. Signature of tow truck driver

c. FCIC entry/removal of stolen/recovered vehicles:

1. Vehicles determined to be stolen/recovered shall be entered into/removed from FCIC as appropriate. "Vehicles" shall include ATV's, ATC's, golf carts, motorcycles and mopeds.
2. The initiative for this action shall belong to the reporting/responding Deputy, who shall submit a Teletype Request with a copy of the Offense Incident Report to Telecommunications as soon as practical with the stolen vehicle information (make, model, year, color, vehicle serial number, tag number) for entry into FCIC/NCIC.
3. Upon recovery of a stolen vehicle, the reporting/responding Deputy shall notify Telecommunications via Teletype request with vehicle information and request the removal of the vehicle from FCIC/NCIC.
4. If a vehicle's identification numbers are unclear or are not found, the Deputy shall notify the Investigator responsible for identifying such vehicles.

R. Impoundment of Vehicles:

1. Vehicles impounded by the HCSO and placed on "hold" for special investigations (e.g., fingerprints) shall be held in a secure facility (inside) until proper authorization is received from the impounding Deputy to release the vehicle.
2. It shall be the IMPOUNDING DEPUTY'S / ASSIGNED INVESTIGATOR'S responsibility to assure that investigations are completed in a timely manner and "hold" is removed as soon as possible to prevent unnecessary storage fees, and inconvenience to the owner. If there is no Investigator assigned, it shall be the Impounding Deputy's responsibility to ensure that the hold is removed.
3. The removal of the holds shall be documented on a supplemental report to include the date, time, and name of person contacted.

4. All contents of the secured, impounded vehicle having a HCSO “hold” shall not be removed from the vehicle unless proper written authorization is given by the impounding Deputy.
5. See 500.32: Vehicle Holds for additional requirements regarding vehicle holds and 500.31: Inventory Searches of Impounded Vehicle for inventory requirements.

DEFINITIONS

ABANDONED PROPERTY - All tangible personal property that does not have an identifiable owner and that has been disposed of on public property in a wrecked, inoperative, or partially dismantled condition or has no apparent intrinsic value to the rightful owner.

FCIC/NCIC – Florida Crime Information Center and National Crime Information Center, respectively.

OWNER – Registered owner or designee.

RATES – Towing and storage rates will be established by the “Florida Highway Patrol Rotation Towing Rate Structure.” These will be maximum rates. A lower rate may be charged by the company.

ROTATION WRECKER- A licensed commercial vehicle operated by a Sheriff’s Office approved business to tow or transport vehicles to an impound lot or storage facility as directed by Sheriff’s Office Officials.

TOWING – The hook-up and movement of a vehicle from one location to another.

VEHICLE – Any motor driven means of land transportation, such as passenger cars, vans, truck, motor homes, motorcycles, all-terrain vehicles, tractors, and tractor-trailers.

VEHICLE HOLD – When an officer places a “hold” on an impounded vehicle, the vehicle shall remain in HCSO custody, and will not be released without authorization from the investigating officer or their superior. When a “hold” is imposed by Florida Statutes 322.34 or Court order, the “hold” will remain in effect until the requirements of the statute or the order have been met.

VESSEL – Any means of water transportation including personal watercraft.

REFERENCES

State/Federal Regulations:

- Florida Statutes 316.221
- Florida Statutes 316.222
- Florida Statutes 316.234
- Florida Statutes 316.2397
- Florida Statutes 321.051
- Florida Statutes 322.34
- Florida Statutes 323.002
- Florida Statutes 713.78
- Florida Administrative Code 15B-9

CFA:

- CFA Standard 18.13M

Forms:

500.30-1 application for inclusion on the wrecker rotation list
500.30-2 Roll-Back or Slide-Back Carrier Wrecker Inspection Form
500.30-3 Class A Wrecker Inspection Form
500.30-4 Class B Wrecker Inspection Form
500.30-5 Class C Wrecker Inspection Form
500.30-6 Place of Business / Storage Facility Inspection Form
500.30-7 Wrecker Driver Information Form
500.30-8 Wrecker Insurance Statement of Compliance Form
500.30-9 Notice of No-Compliance Form

Other Policy/ Procedure References:

Rate Determination by troop commander
500.31 Inventory Searches of Impounded Vehicles
500.32 Vehicle Holds